

**INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.1 (3-84)
INCIDENT REPORT - GAS DISTRIBUTION SYSTEM**

GENERAL INSTRUCTIONS

Each operator of a gas distribution system including petroleum gas systems (§192.11) shall file Form RSPA F 7100.1 for any incident which meets the criteria specified in §191.3 as soon as practicable but not more than 30 days following the occurrence of the incident. Refer to §192.3 for definitions of operator, distribution line, gathering line, and transmission line.

Master meter and LNG facilities are exempt from filing a report per §191.9(c).

Release of gas for the purpose of maintenance or other routine activities need not be reported if the only reportable criteria met is loss of gas of \$50,000 or more as defined in §191.3 "Incident" (1)(ii).

Damage from secondary ignition need not be reported unless the damage to facilities subject to Part 192 exceeds \$50,000. Secondary ignition is a gas fire where the cause is unrelated to the gas facilities such as electrical fires, arson, etc.

Submit reports according to §191.7.

If you have any questions concerning this report or these instructions, or copies of Form RSPA F 7100.1, please write to the Information Resources Manager or call (202)366-4569. All forms and instructions are available over the Internet at the OPS home page, <http://ops.dot.gov>.

SPECIAL INSTRUCTIONS

An entry should be made in each block. If the data are unavailable, enter "Unknown". However, avoid "Unknown" entries if possible. Estimated data are preferable to unknown data. If "Unknown" or estimated data entries are made, a supplemental report should follow if the data should become known by the operator. If the block is not applicable, enter "N/A".

In blocks requiring numbers, all blocks should be filled in using

zeroes when appropriate. When decimal points are required, the decimal point should be placed in a separate block.

Examples:

Nominal Pipe Size /0/0/2/4/ inches
 /1/. /2/5/ inches

Wall Thickness /./5/0/0/ inches
 /1/. /4/5/ inches

If OTHER is checked in any part of the report, include an explanation or description on the line adjacent to the item checked.

SPECIFIC INSTRUCTIONS

PART 1 - GENERAL REPORT INFORMATION

ITEM 1

The operator's five digit identification number is assigned by RSPA. If the identification number is not available this entry should be left blank.

The entry in 1.C is the office originating the incident report.

ITEM 2

Data on the location of the incident should be as complete as possible, including the street address and nearest city or town, and the county, parish, township, borough, section, and/or range. Provide latitude and longitude, if available, and any other data that would assist in locating the incident on a map or chart.

The class location should be the class location at the incident site as defined in §192.5.

For reporting of leaks, FEDERAL LAND means all land owned by the United States, including military reservations, except land in national parks, and land held in trust for native Americans. Incidents occurring at federal buildings, such as federal court houses, custom houses and other federal office buildings and warehouses are not to be reported as being on federal lands.

ITEM 3

The time of the incident should be indicated by 24-hour clock notation.

Examples:

1. (0000) = midnight = /0/0/0/0/
2. (0800) = 8:00 a.m. = /0/8/0/0/
3. (1200) = Noon = /1/2/0/0/
4. (1715) = 5:15 p.m. = /1/7/1/5/
5. (2200) = 10:00 p.m. = /2/2/0/0/

ITEM 4

IN-PATIENT HOSPITALIZATION means hospital admission and at least one overnight stay.

Property damage/loss includes but is not limited to costs due to property damage to the operator's facilities and to the property of others; gas lost; restoration of service and relighting; facility repair and replacement; leak locating; right-of-way cleanup; and environmental cleanup and damage. Facility repair, replacement, or change that is not related to the incident but is done by the operator as a matter of convenience (for example, to take advantage of access to facilities unearthed because of the incident) is not to be included. Litigation and other legal expenses related to the incident are not reportable.

If this is a follow up report, check SUPPLEMENTAL REPORT and complete Part 1, Item 1 and Part 6. All other data on a Supplemental Report is to be revised or additional information. Do not repeat previously submitted information.

ITEM 5

ELAPSED TIME UNTIL THE AREA WAS MADE SAFE means the elapsed time from the time of the occurrence of the incident until the incident is brought under control and does not present a significant threat to public safety. This does not necessarily mean that the flow of gas has been stopped. If the time of occurrence is unknown, the time when the operator is first notified or made aware of the incident should be utilized to calculate elapsed time.

PART 2 - APPARENT CAUSE

Refer to the instructions for Parts A, B, & C for a detailed explanation of CORROSION, DAMAGE BY OUTSIDE FORCES, and CONSTRUCTION/OPERATING ERROR. The OTHER category should be used only when the cause can not be otherwise identified. When OTHER is

designated, complete Part 3.

ACCIDENTLY CAUSED BY OPERATOR - includes damage resulting from an inappropriate procedure, or a wrong application of a procedure by the operator or an employee of the operator's contractor in the performance of operation and maintenance activities. It does not include damage by outside forces.

PART 3 - NARRATIVE DESCRIPTION OF FACTORS CONTRIBUTING TO THE INCIDENT

A narrative is needed only to clarify or explain unusual conditions. It should be a concise description of the incident, including the probable cause, and the facts, circumstances, and conditions which may have contributed either directly or indirectly to the cause of the incident. Explanations of estimated data also may be included in the narrative. If the OTHER block was checked in Part 2, the narrative should describe the incident in detail, including the known or suspected cause.

PART 4 - ORIGIN OF THE INCIDENT

ITEM 1 METER SET ASSEMBLY is that portion of the service line extending from the service line riser valve (stop cock) to the connection to the customer's piping, including the meter, regulator, and relief vent line. In the absence of a service line riser valve, the meter set assembly starts at the first above ground fitting.

ITEM 2

Check only one box in either the first or second column.

If the failure is in the JOINT, insert type of joint, such as mechanical, compression, threaded, or fusion.

If the failure is in the WELD, insert the type of weld, such as girth, longitudinal, or fillet.

GIRTH weld means a butt weld around the circumference of the pipe.

LONGITUDINAL weld means a butt weld in the longitudinal direction of the pipe. This includes the longitudinal weld joining the two halves of a repair sleeve.

FILLET weld means a weld joining two surfaces at an angle to each other in a lap joint, tee joint, or corner joint. This includes the circumferential weld which joins a repair sleeve to the pipe.

ITEM 3

If OTHER is checked, state the type of material. For example, copper, aluminum, wrought iron, etc.

WALL THICKNESS is required only if there is a pipe wall failure.

ITEM 4

This applies to the component checked in Item 2. In the event that more than one item failed, use Part D to complete Item 4 for the additional components.

The specification is the one to which the pipe or component was manufactured (such as API 5L or ASTM A106).

YEAR INSTALLED means the year of installation at incident location.

PART 5 - ENVIRONMENT

Check one box only. Use Part D for additional description and explanation.

UNDER PAVEMENT includes under streets, sidewalks, playgrounds, paved roads, driveways, and parking lots.

PART 6 - PREPARER AND AUTHORIZED SIGNATURE

PREPARER is the name of the person most knowledgeable about the information submitted in the report or the person to be contacted for additional information. Please include preparer's E-mail address if available.

AUTHORIZED SIGNATURE may be the "preparer" or an officer or other person whom the operator has designated to review and sign reports of this nature.

PART A - CORROSION

CORROSION - includes a leak or failure which is caused by galvanic,

bacterial, chemical, stray current, or other corrosive action.

Examples:

Graphitization of cast iron pipe is classified as CORROSION.

Corrosion leaks are not limited to holes in pipe. If the bonnet or packing gland on a valve, or a flange on piping, becomes loose and leaks due to corrosion and failure of bolts, it is classified as CORROSION. If the bonnet gasket, packing or another gasket has deteriorated and caused a leak or failure, it is classified as OTHER.

If cast iron pipe is weakened by graphitization and then fractures in the winter due to frost action, and the graphitization is the underlying cause of the fracture, the leak is classified as CORROSION. If the graphitization is not the underlying cause of the fracture, the leak should be classified as OUTSIDE FORCES.

If a bell and spigot joint has previously been clamped, and the clamp bolts rust out causing a leak, the leak is classified as CORROSION. If the joint leaks due to poor workmanship, the leak is classified as CONSTRUCTION DEFECT.

ITEM 3

For bacterial, chemical, stray current, or other corrosive action, check OTHER and indicate cause.

ITEM 4

Galvanized pipe with no dielectric coating is considered "bare".

ITEM 5

"Under cathodic protection" means cathodic protection in accordance with the requirements in Part 192, Appendix D.

PART B - DAMAGE BY OUTSIDE FORCES

OUTSIDE FORCES - include leaks or failures caused by contact of the pipeline with earth moving or other equipment, tools, or vehicles, or movement of the earth, such as due to landslides. This includes damage caused by the operator's personnel, the operator's contractor, persons not associated with the operator, and occurrences such as fire, lightning, frost, snow, wind, and vandalism.

Examples:

Any damage that is attributable to personnel other than the operator or a contractor performing work for the operator should be classified as OUTSIDE PARTY/THIRD PARTY.

A Pipeline damaged by a third party that later leaks due to corrosion or earth movement is reported as OUTSIDE PARTY/THIRD PARTY.

A contractor performing work for the operator exposes the operator's pipeline, which is subsequently damaged by a cave-in at the excavation site. If the pipeline leaks, the leak should be classified as OPERATOR OR HIS AGENT. If the contractor had been performing work for other than the operator in this situation, the leak should be classified as OUTSIDE PARTY/THIRD PARTY. In both situations, the leak should not be attributed to EARTH MOVEMENT.

Pipeline leaks resulting from vehicular traffic loading or pullout of a mechanical fitting due to the repeated action of freezing should be classified as OUTSIDE FORCE.

A bell joint in good condition that leaks due to earth movement, third party, or operator action is reported as OUTSIDE FORCE. However, if the bell joint sealing material is deteriorated, report as OTHER.

"Damage by the operator, his agent or third party" includes leaks caused by settlement in the zone influenced by construction.

ITEM 1

DAMAGES RESULTED FROM ACTION OF OPERATOR OR HIS AGENT includes damages caused by the operator's contractor or any party performing work for the operator.

DAMAGES RESULTED FROM ACTION BY OUTSIDE PARTY/THIRD PARTY includes damages caused by personnel other than the operator or his agent. This classification includes acts of vandalism.

DAMAGE BY EARTH MOVEMENT includes damages resulting from earth movement not caused by man, such as earthquakes, washouts where excavation activity was not a factor, landslides, and frost.

ITEM 2a

PRIOR NOTIFICATION means that the operator had been notified that excavation or construction work was to be done in the vicinity of the pipeline prior to the time the incident occurred. If notification was received, but the operator believes the notice made was inadequate, improper or incomplete, check NO and explain under Item 3.

ITEM 2b

MARKED means accurately marked. If the facility was inaccurately marked, NO should be checked and explained under Item 3.

ITEM 3

Additional information should include a description of any steps taken by the operator to protect the facility against damage by outside forces. A description of an act of vandalism should be included here.

PART C - CONSTRUCTION DEFECT

CONSTRUCTION DEFECT includes leaks in or failures of original sound material due to force being applied during field construction that caused a dent, gouge, excessive stress, or some other defect, which eventually resulted in failure. Also included are leaks in or failures of faulty wrinkle bends, faulty field welds, and damage sustained in transportation to the construction or fabrication site.

ITEM 1

"Poor Workmanship during Construction" includes improper mechanical application of the correct procedure, including misalignment.

"Operating Procedure Inappropriate" includes use of a procedure that was not intended for use in the application.

"Error in Operating Procedure Application" includes misinterpretation of a procedure during field application.

4. "Physical Damage During Construction" includes damage such as gouges, dents, and misalignment, or improper support of existing or newly installed facilities during construction activities which are caused by the operator or the operator's contractor.

PART D - OTHER

To be completed when "Other" is checked in Part 2, and when specifically directed by these instructions to be used for additional information.

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